

TITLE: Administrative Secretary

PR/6

DEPARTMENT: Parks and Recreation, Fayette County

JOB SUMMARY: This position provides secretarial and administrative support for the Parks and Recreation Department.

MAJOR DUTIES:

- o Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel.
- o Maintains and updates a computerized database.
- o Prepares a variety of regular and special reports.
- o Assists in the administration of department budget; prepares financial reports..
- o Maintains and updates department calendars.
- o Organizes and maintains file system.
- o Attends staff meetings and records minutes.
- o Coordinates the maintenance of department vehicles.
- o Maintains office supply inventory.
- o Oversees the maintenance of office equipment.
- o Maintains background records of youth association coaches and instructors.
- o Maintains community service worker records.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in the use of fax machine, scanner, copy machine and other office equipment.

- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Parks and Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related receptionist and clerical duties. The routine nature of the work may contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to provide secretarial and administrative support for the work of the department. Success in this position contributes to the efficiency and effectiveness of department operations.

PERSONAL CONTACTS: Contacts are typically with members of the general public, other county employees, vendors, program participants, and volunteers.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

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DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.